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KARAM'S Selfthought Shorthand

4 EASY LESSONS

Practical Abbreviations

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General Directions.

Use the muscular movement if you can. Have your pencil well sharpened; **make** your letters small as possible, this is conducive to high speed.

Spell altogether by sound. Do not write silent letters. Pronounce the word, and then write the sound actually heard.

Practice to write small, its the only practice you need to keep up for a while until it becomes natural for you.

To become a proficient stenographer it is necessary to possess a complete mastery of the principles of the system. The student is, therefore, urged to become thoroughly familiar with each lesson before proceeding to the following one.

Accuracy and neatness of writing should be the sole aim of the student until he reaches the point.

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PREFACE

The system presented herein designed for following purposes:

1. To increase writing speed.
2. To supply a method of shorthand which employs longhand characters, but, by using contracted combinations the out line works more efficiently.

Karam's Shorthand

LESSON 1.

THE LONGHAND CHARACTERS.

Consonants: *b c d f g h j k l m n p q r s t x w y z*

Vowels: *a e i o u y*

(Written in small characters always.)

If the single vowel comes first or second, or before the last character in the word, it is omitted.

Viz: Hardware. Written: *hdw*

The sound of CE or CI represented with *s*

Viz: Race, City.

Written: *rs sty*

When C is pronounced with the sound of K, it is written with it.

Viz: Cat.

Written: *kt*

The combination of K and S, represented with *x*

Viz. Books.

Written: *box*

The sound of GE (Gey), represented with *j*

Viz: Germ.

Written: *jrm*

All unsounded characters not written.

Viz: Knife, Bought, Made.

Written: *nf bot md*

The sound of GAY, represented with *g*

Viz: Give.

Written: *gr*

The sound of TH, represented with *z*

Viz: This.

Written: *zs*

When AU, OU, AW, OW, OO is pronounced with the sound of *o* **its written with it.**

Viz: Cause, Thought, Saw, Down

Written: *koz* *tot* *so* *don*

Wood.

wod

The sound of EA, EE, EI, is represented with *e*

Viz: Dream, Keep, Either.

Written: *drem* *kep* *eyr*

The sound of EY, AY, represented with *a*

Viz: Day, They.

Written: *da* *ya*

The sound of UY, represented with *i*

Viz: Buy.

Written: *bi*

All double characters written in one.

Viz: Call.

Written: *kl*

Exercise.

Mace, Gin, Gain, Same, Could, Garage,
know, mother, original, high, game, guess,
 Rather, Case, Caught, Dread, May, Pay, Ruck,
 Rule, Ruin, Wool, Coal, Tea, Eider, Bell, Hall,

Mail, Sail, Sleep, Dance, Boil, Please, Father,
Brown, Cleem, Goods, Save, Agree, Crow.

*ms jn gan sm kod kraj no myr rjn hi gm
ges ryr ks kot dred ma pa rk rl run wol kol te
edr tl hl mal sal slep dns kol ple fzyr tron klem
god sv gre kro*

LESSON 2.

RE. If first characters in word, represented
with

Viz: Recall.

Written: *kl*

OUS. If last characters in word, repre-
sented with ..

Viz: Famous.

Written: *fm..*

CON, COM, CUN, CUM, COG, (appearing
anywhere in a word) represented with .

Viz: Contrive, Commit, Combat,

Written: *:triv :mt :bt*

Cumber.

:kr

MEGNI, MAGNE, MAGNAN, (appearing
anywhere in a word) represented with ;

Viz: Magnify, Magnitude,

Written: *:fy :tud*

Magnanimous.

:..

SELF, represented with *s*

Viz: Self-made.

Written: *smd*

TRANS, represented with *tr*

Viz: Transmit.

Written: *trmt*

INTER, ENTER, represented with *n*

Viz: Entertain, Interpose.

Written: *ntan npos*

UNDER, represented with *,* (Comma)

Viz: Understand.

Written: *,stan*

MIS, represented with *m*

Viz: Misrule.

Written: *mrul*

Exercise.

Refuse, Refund, Recover, Recommend,
Self-support, Self-starter, Converge, Complete,
Compare, Conform, Confess, Magnetism,
Magnetic, Intern, Interpret, Enterce, Intrans,
Admit, Underrate, Underproof, Underneath,
Misspel, Missend, Trasnport, Transfer,
Translate.

fuz fun kav coman ssep star :verj :file
:pr :for :fes :tis :tk nn nbt ns nan dmit ,rat
,pro. ,net mspel msen trpo trf trta

LESSON 3.

ING, if ending of word, represented with
(dot)

Viz: Doing, Coming, Writing.

Written: *do.* *k.* *rit.*

ED,omited when ending of every verb.

Viz: Priced.

Written: *pri*

TION, SSION, represented with (long dash)

Viz: Reduction.

Written: *duk*——

FULL, represented with *l*

Viz: Hopeful.

Written: *hbf*

NESS,represented with *n*

Viz: Kindness.

Written: *kndn*

MENT, represented with *m*

Viz: Payment.

Written: *pam*

LESS, represented with *e*

Viz: Artless.

Written: *rtl*

The sound of SH, CH, CIA, CIE, SU, SSU, and all combinations of characters having the sound of SH,(appearing anywhere in a word), represented with (small dash) —

Viz: Cheap, Special, Insure, Etc.

Written: *-ch* *spe-* *n-x*

SUPER, represented with (Capital) *S*

Viz: Supernatural.

Written: *Sna-t*

QUO, QUI, QUE, QUA, represented with
(Capital) *Q*

Viz: Quality, Quench, Quick, Quote.

Written: *Ql Qn Qk Qt*

OVER, represented with (Capital) *O*

Viz: Overrate.

Written: *Ovat*

IVE, represented with *u*

Viz: Native.

Written: *nte*

EX, represented with *x*

Viz: Expert.

Written: *xpe*

INGS, if ending of word, represented with *.s*

Viz: Things, Sayings, Doings.

Written: *ngs sa.s do.s*

Exercise.

Reading, Rowing, Singing, Walked, Mission,
 Decoration, Commission, Direction
 Comfortable, Careful, Dreadful, Glorious,
 Happiness, Supervise, Supervision, Iceless,
 Importance, Charge, Change, Miscellaneous,
 Shipment, Equipment, Possession, Agreement,
 Never-the-Less, Dubious, Oversight,
 Overruling, Overreach, Contest, Continuance,
 Common-things, Good-thing, Extravagance,
 Extract, Extra, Execute, Excite, Examine,
 Exceed, Example, Exalted, Exact, Qualify,

Quack, Queer, Quip, Quiet, Our-Shipments,
Our-Terms.

red. ro. sng. wck me_____ dkor_____ :_____
drek_____ :ftt krf dref glor.. hpn Ivi
Ire_____ st impo -nj -nj mlan.. -ipm
Qpm psa_____ grem nyl dke.. Osi Orul. Ore-
: tres : tens nng gng xtrav atra at xku xsi
xmi xse xza xsal xk Qle Qk Qr Qp Qt
R-ipm Rtr.

LESSON 4.

Words occur so frequently that it is desirable to represent them in the briefest way possible. Each alphabetic character can be employed to stand for one or more words of which it happens to be a prominent sound. These are designated from one-third to one half of the words found in any article of speech. They must be thoroughly committed to memory, until they can be repeated aloud with a degree of speed.

WORD SIGNS

- a* An
- b* But By Be
- c* See Seen
- d* Do Had Dear
- f* For If
- g* Go Good God
- h* He Him How
- i* I Am
- j* Just Judge

- k* Can Come
l Will Well Letter
m Me More Most Much Madam
n No Not In
p Put Party Particular
x As
a Are Or
s So Such Is Sir
t To It
u You
o Of Have Very
w Which What We Would
y **Your** -S Yes
z The
sh Shall Sure Wish
th Think Them Thank That
wh Who Whose
wo Whom
ng Thing Long
& And
q Inquire Inquiry Question

Phrasing

By "Phrasing" is meant the writing of two or more words together by which means speed is gained. Only such words should be joined which seem to have a natural connection when speaking them.

The examples which are given below are

not to be memorized they should be copied
not less than three lines of each written.

vu Have you

tu To you

nou Know you

ux You have

du Had you

du Do you

ul You will

ux You are

ful If you will

fullb If you will be

ilb I will be

ild I will do

ix I have

ixy I have your

dn Do not

ukt You cannot

ithux I think you are

irb I have been

ulb You will be

uld You will do

duno Do you know

duth Do you think

hdud How do you do

hrub How have you been

ish I am sure

vut Have you been

tk To be

tkrntk To be or not to be

tnc To know

tlk It will be

uvk You have been

hk He can

ishultk I am sure you will be

ith I think

hr He is

(Special Abbreviations, Copy; Write Not Less Than Three Lines of Each of Following.)

ak Able

af After

afno Afternoon

afma Aftermath

afth Afterthought

afwa Afterward

ltg Altogether

lto Although

lso Also

lmo Almost

ne Any

lwa Always

kno Acknowledge

Dnts Acquaintance

afe Affect

avej Average

nu New

noz Another

A Amercia

dva Advantage

adm Advertisement

adv Advertiser

bet Between

bu But

bt Become

bko Because

bnt Bank

nsfar Insofaras

po Report

ndu Introduce

bro Broker

bal Balance

def Different

defk Difficult

del Deliver

he Here

het Hereto

hetfo Heretofore

heaf Hereafter

<i>hen</i>	Herein
<i>heuw</i>	Herewith
<i>gl</i>	Glad
<i>ab</i>	Obtain
<i>hopl</i>	Hopeless
<i>wz</i>	With
<i>wzn</i>	Within
<i>nwzst</i>	Notwithstanding
<i>prck</i>	Procure
<i>hs</i>	Himself
<i>Rs</i>	Ourselves
<i>zms</i>	Themselves
<i>tmo</i>	Utmost
<i>utely</i>	Utterly
<i>mO</i>	Moreover
<i>mant</i>	Maintain
<i>hopln</i>	Hopelessness
<i>nsch</i>	Inasmuch
<i>pre</i>	Represent
<i>nve</i>	Interval
<i>nve</i>	Intervene
<i>me</i>	Money
<i>ma</i>	Many
<i>npri</i>	Enterprise
<i>ntan</i>	Entertain
<i>nsd</i>	Intercede

ns Once

-ox Short

-oran Shorthand

tn To-hand

nng Nothing

plest Plausible

fest Feasible

vll Valuable

fol **Freight on board**

cod Collect on delivery

ngl English

nbh Neighborhood

ds Dear sir

yl Your letter

yt Yours truly

yres Yours respectfully

lev Relevant

irelev Irrelevant

,vl Undervalue

,tak Undertake

,rit Underwrite

ra—l Rational

ira—l Irrational

mate Material

imatu Immature

,futh Refutable

irefutb Irrefutable*mds* Modest*imds* Immodest*demb* Redeemable*iredemb* Irredeemable*ndef* Indifferent*ndaf* Indefinite*mr-di* Merchandise*l2d—* Liquidation*pra* Practical*stra* Strange*len* Length*fne* References*kux* Current*rejn* Original*kl* Regular*rek* Irregular*fu* Further*lb* Pound*us* **United States***e* **Us***uz* **Use***uzl* **Usual***imed* **Immediately or immediate***p* **Reply***s* **Received***st* **Receipt***ob* **Oblige***mfg* **Manufactured**

The stenographer will be able to make special abbreviations for words, names, terms or phrases frequently occurring in his own work.

For example, the law stenographer would adopt *pla* for "plaintiff," *def* for "defendant," *wit* for "witness," *wsyn* for "what is your name?" *wduwa* for "where do you reside?" *hng liv yx* for "How long have you lived there?"

The words "of the" are omitted when they occur in a sentence—that is, when they occur between other words. The omission is indicated by writing the **Succeeding** word **close** to the word **preceding** "of the."

Examples.

Your letter of the 14th.

Written: *yl 14*

End of the season.

Written: *nd sez*

Top of the hill.

Written: *tp hl*

When "of the" are the **first** words in a sentence, they are written:

Example: "Of the many places I saw I prefer Oklahoma City."

Written: *vx ma pla i so prs Okla sty*

Punctuation

All the ordinary punctuation marks may be employed, except the period, to be represented with a stroke drawn across the line
Viz: Your recent letter received. In the reply.

Written: *y : sn l . s/ ny . p/*

Use all the abbreviations for days of the week and months of the year. Names of every state in the United States.

Write not less than one half of names, towns or cities, persons or articles.

IMPORTANT NOTICE

In reading your shorthand notes always remember if consonants appear the first characters in the word, there is a vowel omitted before or after the same can be easily found from the past or following sentence.

HAVE YOU MASTERED THE FOREGOING LESSONS?

If you have, now you can practice for speed. **Be sure to write the sound only**, and memorize the rules thoroughly.

The Word Signs should be recited daily.

P D 174.





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